

**TOWN OF MEAD, COLORADO  
RESOLUTION NO. 38-R-2023**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO, APPROVING A  
SPECIAL PROJECT TASK ORDER WITH WILSON & COMPANY, INC.,  
ENGINEERS & ARCHITECTS TO PERFORM ENGINEERING SERVICES  
FOR THE SAFE ROUTES TO SCHOOL PROJECT (3RD STREET TRAIL  
EXTENSION)**

**WHEREAS**, the Town of Mead is authorized under C.R.S. § 31-15-101 to enter into contracts for any lawful municipal purpose; and

**WHEREAS**, the Board of Trustees previously approved that certain Agreement for Professional Services with Wilson & Company, Inc., Engineers & Architects, a Kansas corporation (“Contractor”) for on-call engineering services (the “Agreement”); and

**WHEREAS**, the Town has need of Contractor’s services for the Safe Routes to School project (3<sup>rd</sup> Street Trail Extension) (“Project”); and

**WHEREAS**, in accordance with the terms of the Agreement, Task Order No. 2023-004, attached hereto as **Exhibit 1** (“Task Order”), has been prepared for the Project; and

**WHEREAS**, the Town’s review panel has selected the Contractor as the engineering firm that best meets the needs of the Project; and

**WHEREAS**, the cost for completion of the engineering and design services associated with the Project is two hundred fifty-eight thousand three hundred thirty-five dollars (\$258,335.00) as more specifically set forth in the Task Order and its attachments; and

**WHEREAS**, the Board of Trustees desires to approve the Task Order in substantially the form attached to this Resolution and delegate authority to the Town Manager to execute the Task Order.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Town of Mead, Weld County, Colorado, that:

**Section 1.** The Board of Trustees hereby: (a) approves the Task Order with the Contractor in substantially the same form as is attached hereto and incorporated herein; (b) authorizes the Town Manager, in consultation with the Town Attorney, to make any non-material changes to the Task Order as may be necessary that do not increase the Town’s obligations; and (c) authorizes the Town Manager to execute the Task Order when in final form.

**Section 2. Effective Date.** This Resolution shall become effective immediately upon adoption.

**Section 3. Certification.** The Town Clerk shall certify to the passage of this Resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

**INTRODUCED, READ, PASSED, AND ADOPTED THIS 30<sup>th</sup> DAY OF MAY, 2023.**

**ATTEST:**

**TOWN OF MEAD:**

By:   
Mary E. Strutt, MMC, Town Clerk

By:   
Colleen G. Whitlow, Mayor



**Exhibit 1**  
**Task Order No. 2023-004**  
**(Wilson & Company, Inc., Engineers & Architects)**

*[see attached task order and memorandum]*



**TASK ORDER - SPECIAL PROJECTS**

**TASK ORDER NO.:** 2023 - 004

**Task Name:** Wilson & Co. Inc., Engineering Services – Safe Routes to School (SRTS)

**Requested By:** Robyn Brown, Deputy Town Engineer  
5/30/23

**Proposed Start Date:**

**Funding Source:** 14-40-5501 \$531,063.  
6/30/24

**Proposed Completion Date:**

**Tasks / Deliverables:** See attached memorandum

**Total Task Order Budget:** \$258,335

**Approval:**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Town Manager**

**Additional Comments:** This Task Order is not valid without attached Task Order memorandum, approved by the Deputy Town Engineer.

**Attachment:** Task Order Memorandum

**FINANCE DIRECTOR REVIEW:**

*Finance has reviewed this Task Order and the funds:*

- are appropriated*
- are not appropriated (note: \_\_\_\_\_)*

By:  \_\_\_\_\_

Account reference/information:  
14-40-5501 TRANSPORTATION FUND \$531,063



## TASK ORDER MEMORANDUM

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**To:** Helen Migchelbrink, Town Manager

**From:** Robyn Brown, Deputy Town Engineer

**Date:** 05/03/2023

**Subject:** Wilson & Co. Inc., Engineering Services – Safe Routes to School (SRTS)

**Task Order No.:** 2023 - 004

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This Task Order Memorandum has been prepared in accordance with the Town's Professional Services Agreement (PSA) with **Wilson & Co. Inc.**, (the "Contractor") for engineering services, including special projects. No special projects shall be performed by the Contractor until the Town's Authorized Representative has executed a Task Order authorizing the Contractor to proceed with the Task(s) identified below.

Task(s) to be performed:

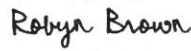
- **Engineering Services:** Provide engineering services for the Safe Routes to School (SRTS) Project for an amount not to exceed \$258,335.

Time schedule: Proposed start date is May 30, 2023, with a proposed completion date of June 30, 2024.

Deliverables: See attached scope of work.

Charges: Unless otherwise set forth in this Task Order Memorandum, the Charges authorized herein shall be considered a not to exceed (NTE) figure. Charges shall be calculated pursuant to the hourly rates in the PSA, unless otherwise set forth herein. A copy of the Letter Agreement related to the Task(s) outlined above is attached to this Task Order Memorandum. I have reviewed and approved the Letter Agreement, and I therefore request that you proceed to approve the attached Task Order, which will authorize the Engineer to proceed with the special project described above for the not to exceed fee of \$258,335.00.

*Review and approval of Task Order Memorandum:*

DocuSigned by:  
  
2BDAA59BD71142F

Robyn Brown, Deputy Town Engineer

(Note: This Task Order Memorandum is not valid unless and until a Task Order has been executed



by the Town Manager and approved by the Finance Director.)